



Terminate an Employee in Core-CT Job Aid

Purpose:

This job aid will identify the steps to terminate an employee in Core-CT. Use this Job Aid to terminate an employee before submitting a new monthly payroll report.

Steps

Screenshots

1. Navigate to the **ER Home Page: Main Menu > Core-CT HRMS > Pension > Employer Reporting > ER Home Page**
2. On the ER Home page, select the appropriate Earned Period hyperlink in the Outstanding Employer Payroll Report section.

Outstanding Employer Payroll Reports							Personalize	Find			First	1-4 of 4	Last
	Department	Earned Periods	Schedule Name	Report Status	Due Date	Submission Date							
1	MSO131BAB	03/01/2017 - 03/31/2017	MSO131BAB_2017	Submitted	03/31/2017	03/28/2017							

3. To terminate an employee, click the **HR/Job Data** button on the employee to be terminated on the Employer Report Detail page.

	National ID	Empl ID	Empl Record	Payroll	Payroll Status	Pay Details	Pay Error Description	HR	HR Status	HR/Job Data	Job Error Description
1	999-99-9999	226132	0		Submitted	Pay Details				HR/Job Data	

4. The Payroll Details Report page is displayed with the Employee's Personal and Job Data.

SSN 999-99-9999	Empl ID 999999
Personal Data	
*First Name Sample	Middle Name
*Date of Birth 08/11/1968	*Gender F
Marital Status Married	Date of Marriage
Spouse Name	
*Address 1 44 Example Lane	
Address 2	
*City HARTFORD	*State CT
Telephone	*Postal Code 06401
Phone Type	
Job Data	
Department MSO131BAB	
*Effective Date 04/26/2017	
Comp Rate 0.000000	
*Action Termination	*Action Reason RGS
Empl Record 0	Dual Employee flag N
Position Nbr 00115651	Job Indicator P
MSO MERS Active Employee	

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5. Under the Job Data section, enter the following fields:

- Action (Drop Down)
 - Hire
 - Leave of Absence
 - Return from Leave
 - Termination
- Action Reasons (Magnifying Glass) for Termination
 - DEA = Death
 - RGS = Resigned in Good Standing

Job Data

Department **MSO131BAB**

*Effective Date 

Comp Rate

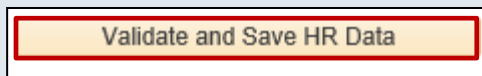
*Action 

*Action Reason 

Empl Record 0 Dual Employee flag N Job Indicator P

Position Nbr 00115651 MSO MERS Active Employee

6. Click the **Validate and Save HR Data** button.



Note: Termination due to death cannot be future dated, and must be recorded within 60 days.
All other terminations have a limit of 30 days into the future, and 60 days into the past.

7. The Employer Detail Page is displayed, and the HR Status for the terminated employee displays as Posted.

	National ID	Empl ID	Empl Record	Payroll	Payroll Status	Pay Details	Pay Error Description	HR	HR Status	HR/Job Data	Job Error Description
1	999-99-9999	999999	0			Pay Details		No	Posted	HR/Job Data	